

CABLE AND COMMUNICATIONS ADVISORY COMMITTEE

Meeting Minutes

Date: January 24, 2007

Committee Attendance: Jay Boyar, Kernan Chaisson, Yen-Ju Chen, Trish Evans, David Friedman, Grant Moy, Joy Ragsdale, Claude Stout and Suzanne Weiss.

Cable Office Staff: Andrea Gardner, Donna Keating, Margie Williams and Amy Wilson. **Guest/s:** Richard Turner, Art Brodsky and Don Lebes.

<i>Topic</i>	<i>Discussion</i>	<i>Action</i>
1. Minutes	<ul style="list-style-type: none"> December 13th minutes reviewed and one item was identified and corrected. 	<ul style="list-style-type: none"> Minutes approved as corrected.
2. Suzanne Weiss	<ul style="list-style-type: none"> Welcomed and thanked the committee as they look to an exciting year ahead with many opportunities and challenges before them. She reiterated the committee's goal of working with the new County Executive and County Council to assist county residents. 	
3. Richard Turner	<ul style="list-style-type: none"> Richard spoke regarding the activities of the PEG Network's recent visit to the manufacturer of the mobile production vehicle. This trip presented us with the opportunity to view the equipment that will be installed inside the vehicle while making adjustments. An unveiling will be planned for public viewing at a community event (date and time to be determined). Richard Montgomery will serve as temporary storage for the vehicle until a permanent location can be found. Training for approximately eight to ten engineering staff and volunteers will be scheduled. The cable office will be responsible for maintenance. Delivery date somewhere around February or March. The question was asked if the vehicle would have broadcast capability, Richard responded that the vehicle does not have microwave broadcast capability but that it does have equipment to use the existing fiber network for returning a live signal. It is our hope in the near future to be able to purchase portable microwave equipment. 	
4. Donna Keating	<ul style="list-style-type: none"> The PEG Network annual report will be available early February. Three new directors were announced in the areas of Recreation, Finance and Economic development. The search for a new CIO continues. Rate increase for both Comcast and RCN effective March 1st, 2007. Comcast was fined for noncompliance in the area of Customer Service in the amount of \$12, 281.84. The question was asked if there was a press release notifying the public that Comcast had been sanctioned. Donna responded that to her knowledge she was not aware of any press releases what were sent out. Press releases from the county are handled through the Office of Public Information. Verizon has activated wire centers in the areas of Beltsville, Colesville, Wheaton, Wildwood, Woodacres, Northwood and Laurel. These centers service approximately 75,000 customers. 	<ul style="list-style-type: none"> Donna agreed to investigate how and when press releases can be issues. Donna will provide the committee a list of these call centers.

5. Amy Wilson	<ul style="list-style-type: none"> • Amy reviewed and provided the committee with a packet consisting of the FY08 Operating Budget process; the role of the CCAC, the Preliminary Cable Plan which was approved by the County Council through July 2008 and Budget Timeline. Suzanne asked Amy what were the three most important priorities the CCAC could support. Amy responded that the three most important items would be the PEG Network, Brian Baker's request to recruit one staff member and Richard Turner's request to recruit additional administrative staff. 	<ul style="list-style-type: none"> • Motion approved that CCAC will provide a letter in support of the budget to CE before Cable Office meeting 2/2.
6. Marjorie Williams	<ul style="list-style-type: none"> • The close captioned documentation was sent to the county attorney and his assessment is the primary way to deal with this issue is to file a complaint to the FCC. Suggestion made to send the entire packet of information to the FCC and let them deal with Comcast. The question rose should the Cable Office send a letter to the FCC requesting a formal complaint be brought against Comcast. Claude responded that the online complaint process places the responsibility on the consumer. Joy asked if we could also file a complaint through the Consumer Advisory Committee. • MFP meeting scheduled for Thursday, March 1st with Council president Marilyn Praisner and Duchy Trachtenberg. If committee members are unable to make this meeting please send your priority key points the cable office in advance. (Donna suggested the committee be mindful of time constraints for Council members). • County executive's office has sent out the announcement regarding the expired committee member terms and have received fifteen applications and out of the fifteen we need approximately seven seats (including Takoma Park) that will be filled. We need candidate from Takoma Park and that seat will remain open until it has been filled. Three members of the committee must interview those applicants. Kernan Chaisson has been reappointed. Claude has agreed to say on temporarily. The applicants will go through the interview process with both the County Executive and the County Council. • Comcast is requesting attendance at the February 28th meeting. 	<ul style="list-style-type: none"> • David and Joy have offered to work with Claude on getting closed captioning to the FCC. Recommendation made to work with county attorney to find the best way to file a complaint to the FCC and that the county formulates the complaint. • Margie will extend an invitation to the third committee member Roger Berliner. • Jay, Trish, Jim and Yen agreed to interview candidates. The cable office will schedule the interviews. Due to the large number of applicants an attempt will be made to schedule interviews in two nights sometime during the end of February into early March. • CCAC to develop questions for Comcast in advance of the February 28th meeting.
7. Committee Reports	<ul style="list-style-type: none"> • Grant Moy spoke with Eric Friedman (Acting Director of the Office of Consumer Affairs) regarding his review of the CCAC's Consumer brochure on the Consumer Brochure. He felt that because the brochure contained so much technical information that it should be the responsibility of the Cable Office to maintain. Donna Keating alerted the group that the PEGs were not included in this brochure; she also suggested that modifications be made to parts of the brochure and the title. Two questions: 1. If the brochure were published how long would it take to distribute? 2. Would the standards for this brochure which currently applies to both Comcast and RCN also apply to Verizon? • Joy brought a brochure on consumer rights for cable she found on the internet that included the seal for Montgomery County. 	<ul style="list-style-type: none"> • Joy, Jay and Grant agreed to modify as discussed, add any other changes. The committee voted to send modified version to the Cable Office. • Donna will pursue an investigation of this.

8. New Business	<ul style="list-style-type: none"> • Letter from the Cable Office to the FCC regarding closed captioning which the committee will review. • Generic letter to recommend and support the cable office. • Vice Chair, Joy Ragsdale has prepared a draft congratulatory letter from the committee to the newly elected County Executive and the County Council. • The discussion of the contents of the monthly information packets and distribution method was tabled for a future meeting. • Vice Chair Ragsdale also inquired about the web site for the committee. Who updates? Can other information be published? • Guest Art Brodsky suggested that Congressman Al Wynn could be contacted in regard to closed captioning and other communication issues. 	<ul style="list-style-type: none"> • Action: Margie will research. • Joy, David and Claude will pursue this.
9. Adjournment	<ul style="list-style-type: none"> • Meeting adjourned at 9:05 p.m. 	<ul style="list-style-type: none"> • Next committee meeting scheduled for Wednesday, February 28th at 7:00 p.m. in the Division of Technology Conference Room #114.

Submitted by: Andrea Gardner, Office Services Coordinator